



**REVENUE DEPARTMENT
HOTEL/MOTEL OCCUPANCY TAX RETURN**

Business Name: _____
Business Address: _____
Business City State Zip: _____

License Number: _____
Account Number: _____

Month of

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Businesses which operate a hotel, motel, inn, lodge, tourist camp, tourist cabin, bed and breakfast, and any other place in which rooms, lodging or accommodations are provided for value are required to pay business occupation taxes to the City of Sandy Springs. These same businesses are also required to collect from each person occupying a room a tax of 7% of the charges for the accommodations. The tax is collected monthly on a calendar year basis. The taxes due are to be remitted on or before the 20th of the month succeeding collection. When paid timely, the licensee may deduct and retain three percent (3%) of the tax collected as a vendor's credit. For failure to pay by the due date, the licensee not only loses vendor's credit, but is subject to paying a penalty and interest on the tax due. The penalty is 5% per month or fraction thereof not to exceed 25% and interest of one percent (1.0%) per month or fraction thereof that the tax is delinquent.

This return is subject to audit:

1. Gross rent \$ _____

2. Taxable rent (first thirty days of permanent residents stay is taxable) \$

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3. Tax (7% of line 2) x \$ _____

4. Vendor's Credit (deduct 3% of amount on line 3, if not delinquent)
- \$ _____

5. Penalty (add 5% of line 3 for each month or fraction thereof, if delinquent not to exceed 25%) + \$ _____

6. Interest (add 1.0% for each month of fraction thereof line 3, if delinquent) + \$ _____

TOTAL AMOUNT DUE = \$

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I DECLARE UNDER PENALTIES PRESCRIBED THAT THE INFORMATION PROVIDED IN THIS RETURN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Printed Name _____ Date _____

Signed _____ Title _____

Contact Phone _____ Fax _____

Please return original with remittance to City of Sandy Springs, Revenue Dept., 7840 Roswell Road, Building 500, Sandy Springs, Georgia 30350. Mailed return must be postmarked on or before the 20th of the month